



1270 - 605 Robson Street  
Vancouver BC V6B 5J3  
Phone: 604-775-2000  
Toll Free: 1-888-440-8844

Fax: 604-775-2020  
TTY: 604-775-2021

Tribunal Stamp

**GENERAL INSTRUCTIONS**

- For detailed instructions select the **Help** buttons as you go or check [All Instructions](#) now
- See the Tribunal's website for further information - [www.bchrt.bc.ca](http://www.bchrt.bc.ca)
- Your information will NOT be automatically saved by the Tribunal
- Click on **Save** at any time to save your form to your computer
- **Email** us your form by attaching a saved copy and sending it to [BCHumanRightsTribunal@gov.bc.ca](mailto:BCHumanRightsTribunal@gov.bc.ca)
- OR click on **Print** and **fax, mail** or **hand deliver** a copy of your form to us
- Keep a copy of your Response Form and all of your documents

**For assistance with filing your complaint contact**

**BC Human Rights Clinic**  
Tel: 604-622-1100  
Toll Free: 1-855-685-6222  
[www.bchrc.net](http://www.bchrc.net)

**The Law Centre**  
Tel: 250-385-1221  
[www.thelawcentre.ca](http://www.thelawcentre.ca)

**CONTACT INFORMATION**

FIRST NAME OF PERSON COMPLETING THIS FORM: **		LAST NAME OF PERSON COMPLETING THIS FORM: **	
NAME OF LAWYER OR OTHER PERSON WHO REPRESENTS YOU IN THIS COMPLAINT (IF APPLICABLE):			
MAILING ADDRESS: **			
CITY: **		PROVINCE: ** BC	POSTAL CODE: **
<p><b>Additional contact information:</b> Your mailing address will be used by the Tribunal and given to the Complainant and any other Respondent for the exchange of information and delivery of documents. It will not be disclosed publicly. Your additional contact information (telephone, fax, email) will only be given to the other parties if you agree.</p> <p><input type="checkbox"/> Check here to tell the Tribunal not to disclose the additional contact information below to the other parties.</p>			
TELEPHONE: **	FACSIMILE:	CELLULAR:	
EMAIL:			

## YOUR RESPONSE

### STEP 1: NAME OF COMPLAINANT(S)

This is the time limit response to the complaint filed by:

[MORE INFORMATION](#)

COMPLAINANT'S NAME: \*\*

TRIBUNAL CASE NUMBER: \*\*

### STEP 2: NAME RESPONDENT(S)

This is the time limit response of:

[MORE INFORMATION](#)

#### Respondent 1:

NAME: \*\*

If there is a spelling or other error in the complaint form, the correct version of the Respondent's name is:

[ADD Respondent](#)

[REMOVE Respondent](#)

### STEP 3: AUTHORITY IF ACTING ON BEHALF OF ANOTHER (if applicable)

Set out your authority to act for each Respondent you named in STEP 2 (other than yourself if you are a Respondent):

[MORE INFORMATION](#)

#### Respondent 1:

YOUR AUTHORITY:

### STEP 4: Part A – RESPONSE TO COMPLAINT TIME LIMIT INFORMATION

A Respondent may agree with some, none, or all of what the complaint says. Your response in STEP 4: Part A will tell the Tribunal where you and the Complainant disagree. Be specific about dates and what happened.

[MORE INFORMATION](#)

#### Respondent 1:

1. Did everything described in the Complaint form at STEP 4 happen in the last one year?

Yes

No

2. Is all the conduct related or similar?

Yes

No

Respond to what the Complainant says about whether the conduct is related or similar

3. If there are gaps between the conduct, what is your response to the Complainant's explanation?

## STEP 4: Part B – RESPONSE TO REQUEST TO ACCEPT LATE COMPLAINT

[MORE INFORMATION](#)

### Respondent 1:

1. What is your response to the Complainant's reasons for waiting to file the complaint?

2. Should the Tribunal accept the complaint?

3. Will the delay in filing cause substantial prejudice to anyone?

## STEP 5: COMPLETE THE TIME LIMIT RESPONSE FORM

After you have filled out this form:

- check the box to confirm that the information is true and accurate
- keep a copy of the form and your documents
- send a copy of this form to the Complainant and any other Respondent(s)
- end your form to the Tribunal

**Check the following box:**

I confirm that the information in this form is true and accurate to the best of my knowledge and belief. \*\*

### WHAT HAPPENS NEXT?

After the Tribunal has received your time limit response form, the Complainant has a chance to reply. The Tribunal will then consider the materials filed, make a decision about whether the complaint is late and, if so, whether the Tribunal should exercise its discretion to accept it for filing. The Tribunal will tell the parties whether the complaint is accepted for filing and, if so, the next steps.

### PRIVACY NOTICE

The personal information in this form may be disclosed to members of the public. This is because the Tribunal's process is public:

- The Tribunal publishes most decisions on its website
- The Tribunal publishes a hearing schedule (list of upcoming hearings) with the parties' names and the area(s) and ground(s) of a complaint
- After a complaint is on the hearing schedule, the public has access to information, including the complaint and response form (except contact information)
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## GENERAL INSTRUCTIONS

- For more information see the Tribunal's website - [www.bchrt.bc.ca](http://www.bchrt.bc.ca)
- Follow the instructions for each step
- Fill in the areas for all four steps
- Add extra pages if you need them
- Keep a copy of your Response Form and all your documents

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## STEP 1: NAME OF COMPLAINANT(S)

Print the Complainant's name as it appears on the complaint form.

Print the Tribunal Case Number found in the letter we sent to you notifying you of this complaint.

## STEP 2: NAME RESPONDENT(S)

Identify the Respondent(s) who is filling out this form.

If one of the Respondents is submitting a separate time limit response, do not include that Respondent's name on this form.

Enter the name(s) of the Respondent(s) as it appears on the complaint form.

If a Respondent's name is misspelled or contains some other error on the complaint form, give the corrected name.

## STEP 3: AUTHORITY IF ACTING ON BEHALF OF ANOTHER (if applicable)

You must have authority to file a response on behalf of another individual or a company, organization or association

Set out your authority in **STEP 3**.

If the Respondent is an individual, you must be their lawyer or have their consent. Otherwise, the individual Respondent must file their own time limit response.

If the Respondent is a Company, organization or association, you must be their lawyer or be authorized to act, for example, because you are:

- an officer; for example, the president, secretary, or treasurer
- the chair or a designated member of the board of directors
- the owner
- a trustee or administrator

## STEP 4: Part A – RESPONSE TO COMPLAINT TIME LIMIT INFORMATION

To file a complaint on time, it must be filled in within one year of each Respondent's conduct (act's or omissions). If only some of the conduct happened in the last one year, the complaint may be filed in time if all of that Respondent's conduct is related or similar and close enough in time.

Respond to the Complainant's answers to the questions in **STEP 4: Part A** of the complaint form to show whether the complaint is filed in time. If some or all of the complaint may be filed late, you will also need to respond to **STEP 4 : Part B** of the complaint form.

### 1. Do you agree that all the conduct the Complainant says is discrimination happened in the last one year?

Review the conduct described in **STEP 3** of the complaint form. If all the conduct the Complainant says is discrimination happened in the last one year, the complaint is filed in time. Check yes, and go to **STEP 5**. Otherwise check no, and continue with **STEP 4**.

### 2. Do you agree that all the conduct is related or similar?

Respond to what the Complainant says about whether the conduct is related or similar.

For each Respondent, if the Complainant is complaining about related or similar conduct, the complaint must be filed within one year of the most recent conduct.

Conduct may be related or similar if it is the same or like other conduct, or is about the same issue or problem. For example:

- January 15: the Complainant's manager sent unwanted emails of a sexual nature
- January 20: the Complainant complained to the employer about the manager, but the employer did nothing
- February 10: the manager touched the Complainant inappropriately

For the manager, the January 15 and February 10 conduct is related or similar because both events involve sexual harassment.

For the employer, all three events are related or similar because they each involve the employer's responsibility for a workplace without sexual harassment.

### 3. If there are gaps between the conduct, what is your response to the Complainant's explanation?

If there are gaps between similar or related conduct, the older conduct may be filed late. Respond to the Complainant's explanation of the reason for any gaps between the conduct.

## STEP 4: Part B – RESPONSE TO REQUEST TO ACCEPT LATE COMPLAINT

If **ANY** of the conduct the Complainant says is discrimination happened more than one year ago, part or all of the complaint **MAY** be filed late.

Respond to the Complainant's answer the questions in **STEP 4: Part B** of the complaint form:

The Tribunal may accept a late complaint if it decides that accepting the late-filed complaint:

- is in the public interest; and
- no one would be substantially prejudiced (harmed) by the delay.

### 1. What is your response to the Complainants reasons for waiting to file the complaint?

The reasons the Complainant waited to file the complaint may be an important factor in deciding if it is in the public interest to accept the complaint. Respond to the reasons the complainant gives here.

### 2. Should the Tribunal accept the complaint?

Other factors that the Tribunal will consider in deciding if it is in the public interest to accept the complaint include:

- The length of the delay; and
- Whether the complaint raises a novel or unusual issue.

Respond to the other reasons the Complainant gives here.

### 3. Will the delay in filing cause substantial prejudice to anyone?

Substantial prejudice includes, for example, where the Respondent:

- no longer has evidence; or
- has lost contact with witnesses.

Explain here whether the delay will cause substantial prejudice to anyone.

## WHAT HAPPENS NEXT?

After the Tribunal has received your time limit response form, the Complainant has a chance to reply. The Tribunal will then consider the materials filed, make a decision about whether the complaint is late and, if so, whether the Tribunal should exercise its discretion to accept it for filing. The Tribunal will tell the parties whether the complaint is accepted for filing and, if so, the next steps.

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